

## Temp. Duty Travel Allowances

## § 301-73.101

traveler, maintain a suspense file to monitor the airline refund. For additional guidance see 41 CFR 101-41.210.

(d) *For exchanged tickets purchased under centrally billed accounts:* You must obtain the airline receipt from the traveler showing a credit is due the agency, and ensure that the unused portion of the exchanged ticket coupon is credited to the centrally billed account.

### PART 301-73—TRAVEL PROGRAMS

#### Subpart A—General Rules

Sec.

301-73.1 What are the elements of a Federal travel management program?

301-73.2 What are our responsibilities when we participate in a Federal travel management program?

#### Subpart B—Travel Management Services (TMS)

301-73.100 Should we use a travel management service?

301-73.101 What are the basic services that should be covered by a travel system?

301-73.102 Must we require travelers to use a travel management system?

301-73.103 Are there any exceptions to this requirement?

#### Subpart C—Contract Passenger Transportation Services

301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?

301-73.201 What method of payment may be used for contract passenger transportation service?

301-73.202 Can contract fares be used for personal travel?

#### Subpart D—Travel Payment System

301-73.300 What is a travel payment system?

301-73.301 How do we obtain travel payment system services?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 486(c).

SOURCE: 63 FR 15978, Apr. 1, 1998, unless otherwise noted.

#### Subpart A—General Rules

NOTE TO §301-73.101: For purposes of this subpart, GSA uses a "we" question when referring to an agency, and an "I" question when referring to the employee.

#### **§301-73.1 What are the elements of a Federal travel management program?**

They are:

(a) Travel management services, including electronic travel management services and commercial travel agents under contract to GSA or another Federal agency;

(b) Commercial passenger transportation services (e.g. airlines, rental cars, trains, etc.);

(c) Travel payment system services such as Government contractor-issued individually billed cards, centrally billed accounts, travelers checks, and automated-teller-machine (ATM) services.

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### **§301-73.2 What are our responsibilities to participate in a Federal travel management program?**

You must:

(a) Ensure that you have internal policies and procedures in place to govern use of the program; and

(b) Designate an authorized representative to administer the program.

#### Subpart B—Travel Management Services (TMS)

#### **§301-73.100 Should we use a travel management service?**

Yes.

#### **§301-73.101 What are the basic services that should be covered by a travel management system?**

The travel management system selected should, as a minimum include:

(a) The ability to provide the following as appropriate to the agency's travel needs:

(1) Common carrier information (e.g., flight confirmation and seat assignment; compliance with the Fly America Act, governmentwide travel policies, and contract city-pair fares, electronic ticketing and ticket delivery);

(2) Lodging information (e.g., room availability and confirmation, compliance with Hotel/Motel Fire Safety Act, per diem rate acceptability);

(3) Car rental information (e.g. availability of Government rate and confirmation of reservations).

(b) Provide basic management information, such as:

- (1) Number of reservations by type of service (common carrier, lodging, and car rental);
- (2) Policy compliance and reasons for exceptions;
- (3) Origin and destination points of common carrier use;
- (4) Destination points for lodging accommodations;
- (5) Number of lodging nights in approved accommodations;
- (6) City or location where car rentals are obtained;
- (7) Other tasks, e.g., reconciliation of charges on centrally billed accounts, processing ticket refunds.

NOTE TO §301-73.101: The government of the District of Columbia is excluded from collecting the data required by the Hotel/Motel Fire Safety Act, as amended.

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§301-73.102 Must we require travelers to use a travel management system?**

Yes, starting January 1, 2001, to implement the Hotel/Motel Fire Safety Act, as amended (see 5 U.S.C. 5707c). Until that time, you should encourage your travelers to use the travel management system selected by you for all common carrier, lodging, and car rental arrangements. Beginning January 1, 2001, you must require travelers to use the travel management system selected by you.

**§301-73.103 Are there any exceptions to this requirement?**

An agency head, or his/her designee, may exempt certain types of travel arrangements from the mandatory use of the travel management system. In certain situations, it may be impractical to make advance reservations, and therefore no reason exists to use a TMS.

**Subpart C—Contract Passenger Transportation Services**

**§301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?**

Yes, if such services are available to your agency.

**§301-73.201 What method of payment may be used for contract passenger transportation service?**

GSA individual Government contractor-issued travel charge card(s), or your agency centrally billed or other established account, or a GTR (when no other option is available or feasible).

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§301-73.202 Can contract fares be used for personal travel?**

No.

**SUBPART D—TRAVEL PAYMENT SYSTEM**

**§301-73.300 What is a travel payment system?**

A system to facilitate the payment of official travel and transportation expenses which includes, but is not limited to:

- (a) Issuance and maintenance of Government contractor-issued individually billed charge cards;
- (b) Establishment of centrally billed accounts for the purchase of travel and transportation services;
- (c) Issuance of travelers checks; and
- (d) Provision of automated-teller-machine (ATM) services worldwide.

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§301-73.301 How do we obtain travel payment system services?**

You may participate in GSA's or another Federal agency's travel payment system services program or you may